

## **ASSISTANT WEAPONS COORDINATOR**

### **DEFINITION:**

Under general supervision of a Sheriff's Sergeant, to assist in the operation and maintenance of a law enforcement pistol range, to assist in the coordination of the Weapons Training Program, to repair departmental firearms, and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This is a one-position class found only in the Sheriff's Department. It is distinguished from Sheriff's Sergeant, assigned as the Weapons Training Coordinator, in that the latter has responsibility for the overall coordination of the Sheriff's Department's weapon training program and does not repair guns.

### **EXAMPLES OF DUTIES:**

Schedules and coordinates use of range operations; conducts small arms training; requisitions, receives and issues firearms, targets, cleaning equipment and leather equipment such as belts and holsters; administers proficiency tests related to safety; processes Concealed Weapons Permits for licensing; maintains and repairs small arms; makes initial diagnosis and locates mechanical deficiencies and malfunctions in small arms and accessories; disassembles weapons, examines for defects, mechanical misalignment and malfunctions; replaces stock parts; tests fires and makes operational checks of new or repaired arms to assure safety, accuracy, and ease of operation; replaces or repairs snap fasteners on holsters, Sam Browne belts, ammunition cases, and other leather goods; maintains records on firearms, ammunition and related equipment.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Use and repair of firearms (e.g. revolvers, semi-automatic pistols, rifles and shotguns).
- Marksmanship fundamentals.
- Safety procedures.

#### **General Knowledge of:**

- Training techniques.
- Combat firing techniques.
- Ammunition and its characteristics.

#### **Skills and Abilities to:**

- Perform repairs on firearms (e.g. revolvers, semi-automatic pistols, rifles and shotguns).
- Assure and certify the safety of department's guns.
- Effectively conduct firearms training.
- Operate and maintain firing ranges.

- Maintain accounting records on firearms, ammunition, and related equipment.
- Establish and maintain cooperative working relationships with training staff, sworn personnel and the public.
- Follow oral and written instructions.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which demonstrates possession of the knowledge and skills stated above. An example of such education/experience is: A high school diploma or its equivalency; AND, at least two (2) years of experience using and repairing firearms in a law enforcement or criminal justice capacity.

Note: Completion of certified firearm repair program such as those conducted by: Smith & Wesson, Glock, Remington or Colt is highly desirable.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.

**Probationary Period:**

The incumbent appointed to a permanent position in this class shall serve a six month (6) probationary period (Civil Service Rule 4.2.5).